

Recovery Act Bulletin

		NUMBER: 09-20
SUBJECT: REQUEST FOR DATA USING THE CALIFORNIA ARRA AND ACCOUNTABILITY TOOL		DATE ISSUED: September 30, 2009
REFERENCES: AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) OFFICE OF MANAGEMENT AND BUDGET MEMORANDUM M-09-21 RECOVERY ACT BULLETIN 09-12		SUPERSEDES:

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: California Recovery Task Force

Purpose: The purpose of this Recovery Act Bulletin (RAB) is to announce key dates associated with the collection, updating and reporting of California ARRA data using the California ARRA and Accountability Tool (CAAT). The CAAT will be used to ensure California complies with the October 10, 2009, federal reporting requirements pursuant to Sections 1512 and 1511 of the American Recovery and Reinvestment Act of 2009 (ARRA) and for other state reporting required by the California Recovery Task Force (CRTF).

Directive: Pursuant to guidance by the Office of Management and Budget in Memorandum M-09-21, reports due on October 10, 2009, will include funding from February 17, 2009 (the date the Act was enacted by Congress) through September 30, 2009. The schedule associated with reporting CA-ARRA data subject to the Section 1512 and other reporting requirements are outlined below. These dates must be adhered to by all state agencies subject to reporting and encompass the reporting of sub-recipient information for which prime-recipient departments are responsible.

All records will need to be reviewed and approved by October 5th including records that may have been approved during Data Call #2.

- Departments complete review/approval October 1 – October 5 (COB)

of CAAT data

- CRTF transmits CAAT data to the federal government October 6 – October 8
- Federal government confirms receipt of CA-ARRA data October 9

Reminder: Resubmitting CA-ARRA Data by XML or Excel replaces previously submitted CA-ARRA data. Use the Direct Data Entry method if you intend to update individual data fields. Please see the CAAT User Guides for more information.

Background: The CAAT was developed as an on-line data filing tool, allowing California State Departments¹ receiving ARRA funds to provide required data about the funds received and disbursed. Departments have principal responsibility for the quality of the information provided, including the information provided by Subrecipients. As stated in OMB Memorandum M-09-21:

Data quality is an important responsibility of key stakeholders identified in the Recovery Act. Prime recipients, as owners of the data submitted, have the principal responsibility for the quality of the information submitted.

Consequently, Departments (Prime recipients) are responsible for directing their Subrecipient organizations to provide CA-ARRA data in accordance with the schedule previously referenced, and for validating the quality of data submitted. In addition, only the individuals authorized by the Director or other entitled head of their organization can approve CA-ARRA Department and Subrecipient data for inclusion in state and federal reports.

As stated in RAB 09-12, California is a centralized reporting state for ARRA. As such, all State Department data will be collected and submitted through the CAAT. Therefore, Departments must **NOT** register at FederalReporting.com as suggested by Recovery.gov. **ALL** Departmental reporting will be done through the CAAT. Departments should also inform their Subrecipients not to register at FederalReporting.gov. All Subrecipient data will be collected through the CAAT as part of the Departments' CA-ARRA data submission.

¹ When used in lower case, the term "agency" refers to any office, department, board, bureau, commission or other organizational entity within state government. When capitalized, the term "Agency" refers to one of the state's super agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. Within this RAB, "agency" and "department" are used interchangeably.

**Accessing
CAAT and
CA-ARRA
Data:**

The CAAT Website provides guidance and instructions to facilitate the completion of the CAAT data collection. Only state Department personnel are able to access the CAAT directly. Subrecipients are able to provide required data via other methods.

Individuals responsible for submitting and approving CA-ARRA data that do not have passwords should request passwords in accordance with the instructions included in RAB 09-12 available at:

<http://recovery.ca.gov/HTML/Documents/recoveryactbulletins.shtml>

For individuals with passwords who cannot access the CAAT, or for additional information concerning CA-ARRA reporting using the CAAT, contact the CAAT Help Desk at CAAT.HELP@state.ca.gov, or call (916) 454-8152.